



Job Opportunity

State Controller's Office

Position: Senior Account Clerk

Statewide

Location: Administration and Disbursements Division
3301 C Street, Suite 720, Sacramento, CA 95816

Issue Date: June 19, 2000

Final Filing Date: Until Filled

Contact/Telephone:

Nancy Giles, (916) 445-4604

Who May Apply: Individuals who are currently in this classification, eligible for lateral transfer or promotion, or reachable on a certification list

California Relay Service: 1-800-735-2929

Position Number(s): 051-140-1730-003

Please call (916)323-3055 to request reasonable accommodations

Scope of the Position:

With direct supervision provided by an Office Services Manager I, the Senior Account Clerk is responsible for the Garnishments Desk which includes the assembly, the release, and the reconciliation of payroll garnishment warrants. The incumbent must process payments accurately and in a timely manner, demonstrate effective communication skills, and be able to follow instructions.

Duties and Responsibilities:

Candidates must perform the following essential functions with or without reasonable accommodations

- Distribute payroll garnishments to state agencies.
- Redeposit or reissue returned garnishment warrants as directed by state agencies.
- Reconcile the Monthly Garnishments System.
- Initiate and distribute letters of notification for outstanding garnishments.
- Update the on-line garnishment database.
- Assist with the Damaged Warrant Replacement Desk.
- Assist with the Tape Release Desk.

Applications will be screened and only the most qualified will be interviewed



The State Controller's Office is committed to providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.



How to Apply:

Please submit a STD. 678 State Application and Résumé to:

State Controller's Office

Administration and Disbursements Division

3301 C Street, Suite 720

Sacramento, CA 95816

Attn: Nancy Giles